



SAFETY AND BUILDINGS DIVISION  
Program Development  
P. O. Box 2689  
Madison, Wisconsin 53701-2689  
TDD #: (608) 264-8777  
<http://www.commerce.state.wi.us>  
<http://www.wisconsin.gov>  
**Jim Doyle, Governor**  
**Cory L. Nettles, Secretary**

November 12, 2003

City of Portage  
Honorable Jeff Grothman, Mayor  
115 West Pleasant Street  
Portage, Wisconsin 53901

Mr. Grothman,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority in accordance with Wisconsin Statutes s. 101.12(3)(g). Your municipality has been authorized per this section to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for these projects will still be done by our agency. An exception to the above is that our agency retains jurisdiction for inspection for all state-owned buildings.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Municipalities are always free to relinquish their delegated authority at any time given proper notice.

I understand that Mr. Mark Jankowski of General Engineering Company will be responsible for inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will be made aware of this service. Our agent program manager, Henry Kosarzycki is available at any time to meet with you or your inspector to discuss our procedures for state inspections in delegated municipalities. He can be reached at 262.548.8615 or 608.212.0138.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Kimberly R. Walker  
Administrator

cc:

Henry Kosarzycki, Auditor and Agent Program Manager  
Robert DuPont, Director, Bureau of Program Development  
Randy Baldwin, Director, Bureau of Integrated Services  
Sherry Liantonio, Office of Public Information